

## Day 1 - Mac OS X and Internet

Trainer: Jasemaine Gan

Manual/Reference: <http://www.apple.com/support/mac101/>  
<http://www.apple.com/support/switch101/>  
<http://www.apple.com/support/icloud/>

8.30am

### 1. OS X Lion

- 1.1 Creating User Accounts (May be skipped if this has been done)  
Standard account for each teacher. Will need admin password.
- 1.2 Configure Mouse  
Right click, tracking speed and double click speed.
- 1.3 Mouse Basics  
Click, double click, drag and right click.
- 1.4 Create New Folder  
Right click to create, renaming folders.
- 1.5 Copy Files  
Copying sample images from Desktop Pictures to the folder created earlier.
- 1.6 Launchpad  
Displaying all installed applications, and launching applications.
- 1.7 Create New File  
Using TextEdit or OpenOffice to create a file. Basic Editing commands.  
Drag and drop pictures.
- 1.8 Auto Save and Versions  
Saving to the folder created earlier. Showing different versions.
- 1.9 Arrange Files  
Automatically arranging files on the desktop.
- 1.10 Find Files  
Using Spotlight to find files.
- 1.11 Copy to thumbdrive  
Copying files to thumb drive to copy to another PC or Mac.
- 1.12 Delete files  
Using the Trash. Taking files out from the trash.
- 1.13 Install printer  
Finding printer drivers from the internet and installing them.
- 1.14 Print files  
Printing files. Save to PDF.

10.30am Tea break

10.45am

### 2. Internet

Will need fast internet connection for this section.

- 2.1 Connecting to the Internet  
Ethernet and Wireless connections.

- 2.2 Mac App Store
  - Creating a free Mac App store account using your email address.
  - Downloading iBooks Author.
- 2.3 iCloud
  - 2.3.1 Account creation
    - Using your Mac App store account (AppleID) to activate your iCloud account.
  - 2.3.2 Account configuration
    - Configuring iCloud using the iCloud system preference.
    - Activating your me.com Email.
- 2.4 Mail
  - Sending and receiving Mail using your iCloud email account.
  - Email to other teachers or students.
- 2.5 Address Book
  - Adding contacts to Address Book.
  - Sample contacts can be other teachers or students.
- 2.6 iCal
  - Adding events to calendar. Sample would be Malaysian Holidays .ics file.
- 2.7 Safari
  - 2.7.1 Accessing Web pages
    - Opening web pages, using tabs to open multiple pages
  - 2.7.2 FaceBook
    - Creating a FaceBook account. Using FaceBook.
  - 2.7.3 Twitter
    - Creating a Twitter account. Using Twitter.
  - 2.7.4 Wordpress
    - Creating a blog using Wordpress.
  - 2.7.5 Google Sites
    - Creating a wiki using Google Sties.
  - 2.7.6 Youtube
    - Creating a Youtube account.
  - 2.7.7 iCloud
    - Accessing your iCloud information through a web browser interface.
- 2.8 Messages
  - Sending and receiving messages to other teachers.
- 2.9 FaceTime
  - Videoconferencing with other teachers.
- 2.10 Full-screen Apps
  - having a separate workspace for each application.
- 2.11 Mission Control
  - Top level view of all running apps.

12.45am Lunch

2.00pm

### 3. iTunes

Will need fast internet connection for this section.

Manual/Reference: <http://help.apple.com/itunes/mac/10.6.3/>

#### 3.1 Configuring iTunes with your Mac App Store account

#### 3.2 Downloading Books

##### 3.2.1 From iTunes

Search for and download .ibooks or .epub book  
and sync with iOS device, if student has one

##### 3.2.2 From Gutenberg.org

Search for and download books in PDF and ePub format.

#### 3.3 Downloading Podcasts

Search for and download podcasts related to the subjects taught.

#### 3.4 Downloading iTunes U

Search for and download podcasts related to the subjects taught.

#### 3.5 Downloading Apps

Search for and download apps related to the subjects taught.

#### 3.6 Importing music from CDs or MP3 files

Ripping from CD or copying MP3 files.

#### 3.7 Importing videos

Using Youtube5 Safari Extension to download videos from  
Youtube, then import into iTunes.

4.00pm Tea

4.15pm

### 4. iPad

Manual/Reference: [http://manuals.info.apple.com/en/ipad\\_user\\_guide.pdf](http://manuals.info.apple.com/en/ipad_user_guide.pdf)

#### 4.1 Setup

##### 4.1.1 Choosing a language

Setting the default language.

##### 4.1.2 Choosing a region

Setting Malaysia as the region.

##### 4.1.3 Location services

Turning on location services.

##### 4.1.4 Internet (WiFi or Cell)

Connecting the iPad to the Internet.

##### 4.1.5 AppleID

Putting in the AppleID you created earlier.

##### 4.1.6 iCloud

Enabling the iCloud service for the iPad  
and automatically configuring iCloud services.

##### 4.1.7 Find my device

Turning on Find my device.

#### 4.2 Downloading content

##### 4.2.1 Syncing to iTunes

All the content downloaded earlier into iTunes will be synced to the iPad.

##### 4.2.2 Downloading Podcasts

Search for and download podcasts related to the subjects taught directly on the iPad.

##### 4.2.3 Downloading iTunes U

Downloading the iTunes U app, and search for and download content related to the subjects taught directly on the iPad.

##### 4.2.4 Downloading Books

Downloading the iBooks app, and finding books on iBookstore and Gutenberg.org.

##### 4.2.5 Downloading Apps

Search for and download apps related to the subjects taught.

#### 4.3. Bundled Apps

##### 4.3.1 Photo Booth

How to choose effects, take pictures and to switch between the front and rear cameras.

##### 4.3.2 Camera

How to take photos and videos, and to view the film roll.

##### 4.3.3 Videos

Playing back Podcasts and iTunes U material using the Videos app.

##### 4.3.4 Photos

Viewing photos, Photo slideshows and exporting photos.

##### 4.3.5 Safari

Web surfing, tabs, saving Bookmarks, saving Bookmarks to home screen.

##### 4.3.6 Notes

How to take quick notes during lessons.

##### 4.3.7 Mail

Note that already works with iCloud account, how to send and receive email.

##### 4.3.8 Calendar

Note that already working with iCloud, how to create calendar events.

##### 4.3.9 FaceTime

How to videoconference with another iPad user, and also Mac user.

##### 4.3.10 Contacts

Note that already working with iCloud, how to create new contacts.

##### 4.3.11 Maps

Viewing Maps and getting directions.

##### 4.3.12 Messages

How to send messages to iPad and Mac users.

##### 4.3.13 Find My iPhone

Turning on Find My iPhone, how to use iCloud to locate your iPad.

6.15pm Close

Homework: Download the following free educational apps on Mac or iPad

Documents 2 Free

<http://itunes.apple.com/my/app/documents-2-free-spreadsheet/id314894105?mt=8>

Paper

<http://itunes.apple.com/my/app/paper-by-fiftythree/id506003812?mt=8>

Virtuoso

<http://itunes.apple.com/my/app/virtuoso-piano-free-2-hd/id304075989?mt=8>

iMotion HD

<http://itunes.apple.com/my/app/imotion-hd/id421365625?mt=8>

Whiteboard Lite Collaborative

<http://itunes.apple.com/my/app/whiteboard-lite-collaborative/id301962306?mt=8>

BrainPOP

<http://itunes.apple.com/my/app/whiteboard-lite-collaborative/id301962306?mt=8>

Evernote

<http://itunes.apple.com/my/app/evernote/id281796108?mt=8>

MathBot

<http://itunes.apple.com/my/app/mathbot-tex-equation-typesetting/id386825681?mt=8>

DropBox

<http://itunes.apple.com/my/app/dropbox/id327630330?mt=8>

Day 2 - Content Creation  
Trainer: Jasemaine Gan  
8.30am

5. Photo Booth

Manual/Reference: Choose Help in the Photo Booth application

5.1 Photos

Taking photos to be used in a project later.

5.2 Taking videos with Photo Booth

Taking videos to be used in a project later.

5.3 Special Effects in Photo Booth

Adds interest to photos and videos.

6. QuickTime Screen Recording

Manual/Reference: Choose Help in the QuickTime Player application

6.1 Recording video

Useful to record lectures. Video to be imported to iMovie later.

6.2 Recording audio

Useful to record lectures. Audio to be imported to GarageBand later.

6.3 Screen Capture

Useful to record slides or on screen actions.

Video to be imported to iMovie later.

7. iPhoto

Manual/Reference: <http://help.apple.com/iphoto/>

7.1 Import

Import the Desktop pictures that you copied in the earlier lesson.

Import photos and videos from the iPad.

7.2 Create a slideshow

Explore the built in slideshow feature.

7.3 Create a calendar

Create a calendar and save as PDF.

Integrate with the Malaysia holidays iCal.

Copy to iTunes to be used later.

10.30am Tea break

10.45am

8. GarageBand

Manual/Reference: <http://help.apple.com/garageband/>

8.1 Create a new project

8.2 Loops

Add Apple audio loops to the project. Add audio recorded in QuickTime.

8.3 Export

Save to iTunes to be used later.

## 9. iMovie

Manual/Reference: <http://help.apple.com/imovie/>

### 9.1 Import video

Use the video and screen captures that we took earlier.

### 9.2 Start a new project

Based on the subject taught by the teacher.

### 9.3 Add video to your project

### 9.4 Enhance your project

Add transitions, titles, narration and music.

### 9.5 Share your movie

Save the file to iTunes for use later.

12.45am Lunch

2.00pm

## 10. iBooks Author

Manual/Reference: <http://help.apple.com/ibooksauthor/mac/1.1.1/>

### 10.1 Set up your book

Choose a template from the template chooser.

### 10.2 Add and format text

Can type in own text, or import from word document.

### 10.3 Graphics, media and other objects

Add the audio and the video created in the earlier section.

### 10.4 Preview, publish and print a book

Export as .ibooks and PDF formats.

Save to iTunes to be used later.

## 11. Social Networking

### 11.1 Create your website

Create a new Google Sites page and upload PDFs and .ibooks file to it.

### 11.2 Upload video

Upload your video to Youtube

### 11.3 Create a blog

Put the links from your Google Sites and Youtube video into Wordpress.

### 11.4 Social

Link to your website using FaceBook and Twitter.

## 12. Uploading created content to the iPad

### 12.1 Syncing to the iPad

Using iTunes to sync all content to the iPad.

### 12.2 Books

Using iBooks to view PDFs and books that were synced to the iPad.

### 12.3 Video

Playback the video synced to the iPad.

#### 12.4 iPod

Playback the audio synced to the iPad.

4.00pm Tea break

4.15pm

### 13. Free Educational Apps

#### 13.1 Documents 2 Free

Create text documents and spreadsheets, and share them easily.

#### 13.2 Paper

Create drawings and sketches.

#### 13.3 Virtuoso

Making music with a realistic piano.

#### 13.4 iMotion HD

Creating stop-motion animation.

#### 13.5 Whiteboard

Collaborative drawing.

#### 13.6 BrainPOP

A new educational video every day.

#### 13.7 Evernote

Notetaking and collaborative app.

#### 13.8 MathBot

Math equations.

#### 13.9 DropBox

Easy sharing on any platform.

#### 13.10 Airplay mirroring

Mirror from Mac or iPad to AppleTV.

#### 13.11 Splashtop Whiteboard

Use the iPad as a whiteboard.

6.15pm End